



PLANNING DEPARTMENT
(760) 770-0340
Fax - (760) 202-1460
68-700 Avenida Lalo Guerrero
Cathedral City, CA 92234-7031

(Staff Use Only)

Case No.:

Related Files:

SPECIAL USE PERMIT

(Temporary Uses/Events)

It is advisable to submit applications for review 30 days prior to commencement of the use or event to insure adequate review of the application. If you have any questions while completing this application, please ask a member of the Planning Division for assistance. **Incomplete applications will not be accepted (or process may be delayed). (PLEASE PRINT OR TYPE)**

CHECK TYPE OF USE OR EVENT

- | | |
|--|---|
| <input type="checkbox"/> Sidewalk/Rummage/Parking Lot Sale | <input type="checkbox"/> Construction/Sales/Storage Trailer |
| <input type="checkbox"/> Carnival/Circus/Festival | <input type="checkbox"/> Seasonal Sales (Christmas Trees/Pumpkin Patch) |
| <input type="checkbox"/> Parade/Race/Marathon | <input type="checkbox"/> Special Shows (vehicle display/auctions) |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Extension of Hours |
| <input type="checkbox"/> Other: _____ | |

DESCRIPTION OF USE OR EVENT

Location: _____

Date(s) of Event: ____/____/____ through: ____/____/____

Hours of Event: Start: ____:____ am/pm through ____:____ am/pm

Anticipated attendees: ☐ 1-50 ☐ 50-100 ☐ 100-500 ☐ 500-1,000 ☐ 1,000+

Will food be prepared or served: ☐ Yes ☐ No

Will alcohol be served: ☐ Yes ☐ No

Will there be live entertainment: ☐ Yes ☐ No

Will there be any loud speakers or amplification: ☐ Yes ☐ No

Will any streets or driveways be temporarily closed: ☐ Yes ☐ No

DETERMINATION OF APPLICATION (Staff Use Only)

ACTION TAKEN: ☐ APPROVED ☐ DENIED

If approved, see attach Conditions of Approval.

If denied, provide reasons: _____

APPROVED BY: _____ DATE: _____

Date/Time Received:	Received By:	Amount Received:	Receipt No(s):
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SUBMITTAL REQUIREMENTS:

- ☐ Application Fee \$320
- ☐ 4 Copies of Site Plan – showing location of the event, including buildings, temporary improvements, portable restrooms, vendor locations, parking areas, and driveways.
- ☐ Additional material as may be necessary to describe the use or event.
- ☐ Signed documentation from the property owner agreeing to the use, as specified in this application.
- ☐ If event is on City property or public rights-of-way, provide insurance policy or policies naming the City and Redevelopment Agency, its officers, agents and employees as additional insureds, issued by a company satisfactory to the City Attorney, and in an amount determined to be adequate for the risks involved in the activity, as determined by the Community Development Director.
- ☐ If event is on City property or public rights-of-way, provide cash bond for clean-up and material removal.
- ☐ Dependent upon the type of event or use additional material may be necessary, such as building permits, ABC license, Environmental Health permits

ADDITIONAL INFORMATION

(Provide any necessary general information regarding event or any special needs for the event. Attach additional sheets if necessary.)

APPLICANT

Name: _____ Phone Number: _____

Company: _____ Fax Number: _____

Address: _____ City: _____ Zip Code: _____

PROPERTY OWNER

Name: _____ Phone Number: _____

Company: _____ Fax Number: _____

Address: _____ City: _____ Zip Code: _____

OTHER PARTIES

Name: _____ Phone Number: _____

Company: _____ Fax Number: _____

Address: _____ City: _____ Zip Code: _____

EMERGENCY

(During the event, should there be an emergency, who is the contact person.)

Name: _____ Phone Number: _____

Company: _____ Fax Number: _____

Address: _____ City: _____ Zip Code: _____